



Public Service Internship Program

Overview of the Program

The Public Service Internship Program is designed for area college students who have an interest in pursuing a career in the public sector or who wish to gain practical, real world experience in a particular field from money management and accounting to engineering to public health and municipal management.

Depending on the schedule of the student and the needs of the departments, students will work 30 hours per week for eight to twelve weeks. All students will be paid \$10.00 per hour.

All students are expected to carry out their duties and responsibilities with the courtesy, professionalism, and respect of full time employees.

Preferred Qualifications

- Completed at least one semester of full time study at an accredited university or community college.
- Demonstrated interest in public service and/or their chosen field
- Has residency in the City of Marlborough
- Availability to work a minimum of eight weeks between June 6, 2016 – August 26, 2016

Selection Process

Internships will be filled based on need, available funding, and the achievements of the student. All students who submit a fully completed application package will be interviewed on a rolling basis by the Mayor's office. After completing the interview process, the hired students will be notified and will begin soon thereafter.

Application Checklist

- 1) Complete the one-page Public Service Internship Application Cover Sheet
- 2) Include a copy of your resume
- 3) Include copy of your driver's license
- 4) Include a copy of your college transcript (unofficial ok)
- 5) Complete a cover letter (typed, 400 words max) explaining why you should be considered for this opportunity
- 6) One letter of reference from a professor/faculty member at your institution OR from a recent employer (letters may be included in the application or emailed directly to our office at nmilano@marlborough-ma.gov)

Mail or Drop off all materials to: City of Marlborough
Public Service Internship Program
City Hall, 4th Floor
Marlborough, MA 01752

Please call Nick Milano at the Mayor's office with any additional questions at (508) 460-3770.

APPLICATION DEADLINE: Friday, April 29th



City of Marlborough
140 Main Street
Marlborough, MA 01752

Public Service Internship Program Application Cover Sheet

NAME: _____ EMAIL: _____

ADDRESS: _____ TELEPHONE: _____

COLLEGE MAJOR & INTENDED CAREER PATH:

PLEASE INDICATE YOUR AREAS OF INTEREST (CHECK ALL THAT APPLY):

_____ SOCIAL SERVICES & CITY PROGRAMMING
(Council on Aging / Board of Health / Library)

_____ ENVIRONMENTAL / CONSERVATION
(Dept. of Public Works / Conservation Commission)

_____ PUBLIC MANAGEMENT/COMMUNICATIONS
(Mayor / Human Resources / City Clerk)

_____ FINANCIAL OPERATIONS
(Collector / Assessors / Marlborough Community Development Authority)

_____ INFORMATION TECHNOLOGY
(I.T. Dept / GIS / WMCT-TV)

_____ ENGINEERING / URBAN PLANNING
(Engineering Division)

EDUCATION

NAME OF COLLEGE	
ADDRESS	

NAME OF HIGH SCHOOL	
ADDRESS	

DISCLOSURE

Is a member of your immediate family or household employed by the City of Marlborough in either a full or part-time capacity?

_____ NO _____ YES (If so, whom?) _____



Public Service Internship Program – Job Description

City Department: Mayor's Office	Immediate Supervisor: Nicholas Milano/Patricia Bernard # of openings: 1
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<u>Program:</u> Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: Monday – Friday, 10 am – 4 pm Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Assist with day-to-day activities of the office, including answering phones and responding to constituent service requests.
- Draft correspondence, press releases, and citations.
- Conduct research for policy initiatives and lead other miscellaneous projects
- Help manage the office's files.
- Other tasks, as needed.



Public Service Internship Program – Job Description

City Department: Assessors	Immediate Supervisor: David Manzello # of openings: 1
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Filing of inspections and returned forms
- Assist in mailings from office, stuff envelopes
- Answer phones and take messages
- Drive by properties in city and take exterior photographs from vehicle for input into Data Management system
- Must have reliable car, clean driving record, ability to learn new software systems.



Public Service Internship Program – Job Description

City Department:
Board of Health

Immediate Supervisor: Cathleen Liberty

of openings: 2

Program:

Public Service Internship (College students)

Hours: 30 hours per week

Anticipated Work Schedule: TBD with Supervisor

Salary: \$10.00/hour

Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

I. Admin / Health

- Answer phones, filing, getting certified letters out, scanning
- Prepare license renewals
- Updating permit and licensing spreadsheets
- Conduct weekly beach testing at public and semi-public beaches
- Conduct low risk food inspections
- Assist with Flu Clinic preparation

II. Farmers Market

- Contact current vendors re: new season
- Recruit additional vendors
- Work on advertising and promoting the Market
- Collect necessary documents for food permit process
- Help with Market on the days of the event
- Prepare food permits for vendors

Special Requirements: Have a car, be creative, professional people skills, strong computer skills

Expectations: Professional and positive attitude and willingness to perform all duties, Answer office phones and cover for lunches for department



Public Service Internship Program – Job Description

City Department: City Clerk	Immediate Supervisor: Lisa Thomas # of openings: 1
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Sort confirmation postcards
- Converting two active voter registration systems into one
- Rearranging Clerk's vaults under the direction of the Assistant City Clerk
- Processing labels and envelopes
- Automation of Vital Records
- Other related duties as needed



Public Service Internship Program – Job Description

City Department: Council on Aging	Immediate Supervisor: Patricia Pope # of openings: 1
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Work with the Outreach Coordinator on Multi-Cultural projects and issues. Fluent in Spanish and/or Portuguese is required. Must have a car.



Public Service Internship Program – Job Description

City Department: Collector	Immediate Supervisor: City Collector # of openings: 1
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Communicate well with the public both face to face and on the phone
- Provide excellent customer service
- Strong computer skills
- Work in a high paced environment by means of multitasking functions
- Able to work well with others and stay focused
- Expect the individual to be a team player and be able to complete tasks



Public Service Internship Program – Job Description

City Department: Conservation	Immediate Supervisor: Priscilla Ryder # of openings: 1
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

To help with various projects and tasks related to conservation land management and planning:

- **Trail maintenance:** Maintaining kiosks, perform trail maintenance and sign installation, removing invasive plant species, up-dating trail maps with GPS unit. Must be willing to work outside in the woods, construct trails, repair boardwalks, use a hand saw, shovel & clippers, GPS unit etc. Work with trail volunteers to check property boundaries and set up perimeter inventory. Work on implementing a city wide connected trail system
- **Community Garden:** Help with needs at the Community garden, maintaining fence and checking use from time to time. Help plan for second community garden.
- **Storm water protection education:** Checking businesses throughout the city to determine if they are in compliance with storm water maintenance, and other related tasks. Enter data into the inventory.
- **Update:** Update maps and website information as needed.

Training will be provided. Must be able to work independently and willing to work with and supervise a high school student. Must have a car to be able to get to sites (mileage will be paid)

Will be outside on the trail 90% of the time in all weather so must enjoy the outdoors.



Public Service Internship Program – Job Description

City Department:

Marlborough Department of Public Works –
Engineering Division

Immediate Supervisor: Evan Pilachowski**# of openings:** 1**Program:**

Public Service Internship (College students)

Hours: 30 hours per week**Anticipated Work Schedule:** TBD with Supervisor**Salary:** \$10.00/hour

Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Assist with data collection and surveying in the field
- Inspect and photograph drainage structures, construction sites, and various city infrastructure
- Assist with preparation of plans and details using AutoCAD software
- Organize and file plans and project files
- Create and maintain databases of information that is gathered by various DPW personnel
- Ability to stand and walk on uneven ground for extended periods of time (up to 8 hours a day), and ability to lift and carry equipment up to 35 pounds
- Ability to use a computer including Word and Excel. Strong preference for those with AutoCAD experience.



Public Service Internship Program – Job Description

City Department:
Marlborough Public Library

Immediate Supervisor: Margaret Cardello

of openings: 1

Program:

Public Service Internship (College students)

Hours: 30 hours per week

Anticipated Work Schedule: TBD with Supervisor

Salary: \$10.00/hour

Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- Assist in the implementation of new library logo on existing materials.
- Should be comfortable using Microsoft Word and know or be willing to learn WordPress to assist with website updates
- Update library brochures
- Help to research and develop new programs for adults
- Assist with library wide summer reading events, including program preparation and set up. Summer 2016 theme is sports-related so some events will be held outside.



Public Service Internship Program – Job Description

City Department: Marlborough Community Development Authority – Housing Division	Immediate Supervisor: Massey Casper # of openings: 3
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Program: Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

Financial, Social and Public Administration Interns

The MCDA seeks interns who are pursuing either Financial, Social Services and/or Public Administration careers.

- **Financial** – Interns will review budget and financial reports including payables, receivables. Interns will participate in financial projects creating reports and analyzing budget and financial data as well as participate in budget planning.
- **Social Services** – Interns will assist staff in analyzing current social services, creating reports and making recommendations for improving services. Social Services interns will work directly with elderly, disabled and low income populations.
- **Public Administration/Community Development** – Interns will assist management and staff analyzing operations and administrative procedures and policies making recommendations for improvements. Interns will also work on Community Development issues.

Regardless of area of interest all interns will learn about and participate in event planning and working with diverse populations in a fast-pace team atmosphere.



Public Service Internship Program – Job Description

Department: WMCT-TV	Immediate Supervisor: Dan Guindon # of openings: 1
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<u>Program:</u> Public Service Internship (College students)	Hours: 30 hours per week Anticipated Work Schedule: TBD with Supervisor Salary: \$10.00/hour
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Please provide a description of the responsibilities, anticipated duties, and expectations of the job. Be sure to include any special requirements needed to perform the job (i.e., must have car, etc.):

- On location camerawork shooting b-roll for news.
- On location camerawork shooting Summer Concerts at Union Common.
- Video archive work (video file transfer/organization, DVD burning and labeling).